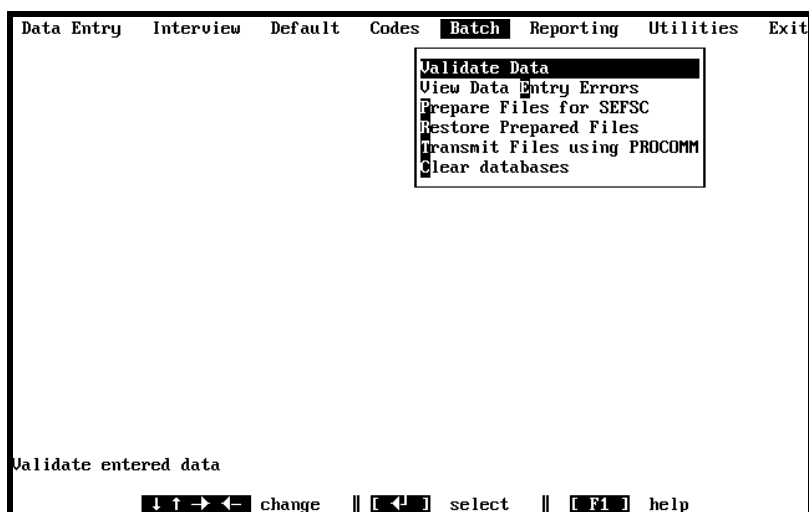# 8

THE BATCH MENU

The BATCH Menu

Once you have entered all data, the databases must be converted into an ASCII format, which is the format that the mainframe computer at SEFSC can read. If the field by field editing was disabled, you will find an option on the Batch Menu to edit your data and view data entry errors. The editing will automatically take place when you prepare the files for SEFSC.

```
Data Entry    Interview    Default    Codes   Batch   Reporting    Utilities    Exit
                                              ┌─────────────────────────────┐
                                              │Validate Data                │
                                              │View Data Entry Errors        │
                                              │Prepare Files for SEFSC       │
                                              │Restore Prepared Files        │
                                              │Transmit Files using PROCOMM  │
                                              │Clear databases               │
                                              └─────────────────────────────┘




  Validate entered data

            ↓ ↑ → ←  change   ‖ [ ◄┘ ]  select  ‖ [ F1 ]  help
```

VALIDATE DATA
This option will be executed automatically by the "Prepare Files for SEFSC" option on the BATCH Menu if the system detects that the field by field editing was disabled during data entry. However, if you do not submit data to SEFSC or you would like to check your data before you create the ASCII file, you may use the "Validate Data" option independently.

This feature will go through the databases and check for valid codes and will also do some minor editing by comparing fields, such as comparing the number of fish sampled or sub-sampled with the

frequencies in Section V. As validation criteria is made available by the users, it will be added to this program so that outliers and other problems may be identified. Please let us know of any specific edit checks that may be useful to you so that we may add them in future versions of the program.

The error messages can be divided into two categories: errors and warnings.
An error indicates that the data entered is not valid and you must make the necessary corrections by checking the data entry sheets before you can prepare the files for SEFSC.
A warning indicates that the system detected inconsistencies in the data but the problem may not need to be corrected. For example, you may have indicated in Section IV that the number of fish sampled was 30, but entered only data for 8 fish in Section V. The TIP system will notify you that there is a difference between the number of fish specified in Section IV and the actual number of records found in Section V for that interview. This difference may have been caused because you skipped records in Section V during data entry, in which case you should modify the interview and add the missing records.

Note: *An ASCII file cannot be created until the data has passed all of the validation tests. If your data is being rejected because it does not appear on a list and you feel it is valid, contact the TIP Coordinator, Josh Bennett. He will update the list of codes for you. Refer to "Help! The description I need does not appear on the list!" in Section 6 for more information on getting valid codes.*

VIEW DATA ENTRY ERRORS

Once the validation is completed, a window will be displayed with information about the interview number, the section and the error that the system encountered. You will be able to view data on the screen, or you can print a report of the errors by pressing the [Ctrl] key and the letter [P]. If you do not have time to review your errors at this time, you may press the [Esc] key and look at them at another time by selecting the View Data Entry Errors option on the BATCH Menu.

The "View Data Entry Errors" option will display all of the error and warning conditions that were encountered by the system while checking your data. You also have the option of printing a report of the errors and warnings by pressing the [Ctrl] key and the letter [P]. After viewing or printing the errors, you can go back to the Modify option of the Data Entry menu and make the necessary corrections. The data will be checked by the system until all the data has met the validation criteria.

PREPARE FILES FOR SEFSC

Select the "Prepare Files for SEFSC" option from the Utilities feature in the Main Menu. A validation of the data is performed, as described in the Validate Data option. The process will continue only of no errors or warnings are detected.

```
MS-DOS Prompt - COMMAND                                    _ □ ✕
 8 x 12 ▾  ░   🖳  ⊞  ⛶🗗  A

 Tip Version 4.0              Validate Data              11/23/19

            ┌─────────────────────────────────────────┐
            │ Warning:  Certain inconsistencies were found in │
            │ the data.  These inconsistencies are not        │
            │ considered errors and will not prevent you from │
            │ preparing the files for SEFSC.  However, it is  │
            │ recommended that you check the inconsistencies  │
            │ listed on the next screen before you prepare    │
            └─────────────────────────────────────────┘


                        [ Esc ]      to continue
```

If errors are found, they must be corrected, as mentioned earlier. However, if you only received a warning, a window will be displayed informing you of the problem and you are given the option of continuing or terminating the process.

To terminate the batch process, press the [ESC] key. To proceed with the batch process, press the [Ctrl] key and the letter [B].

```
MS-DOS Prompt - COMMAND                                    _ □ ✕
 8 x 12 ▾  ░   🖳  ⊞  ⛶🗗  A

 Tip Version 4.0         Warnings  From Batch Edit       11/23/19
                     Warnings From Batch Validation Program
 Int #          Section Error Message

 29103700001    IV      Rec#4 Sam#1 Should have 10 fish but has 0 fish in Sec V







 ↔◄◆
     ⬇⬆ to Move || [Esc] Return To Menu ||Ctrl+P Print Error List  ||[F1]  help
```
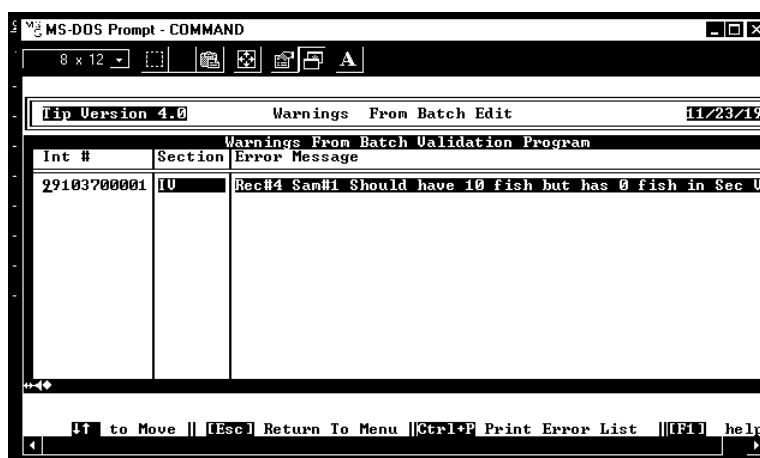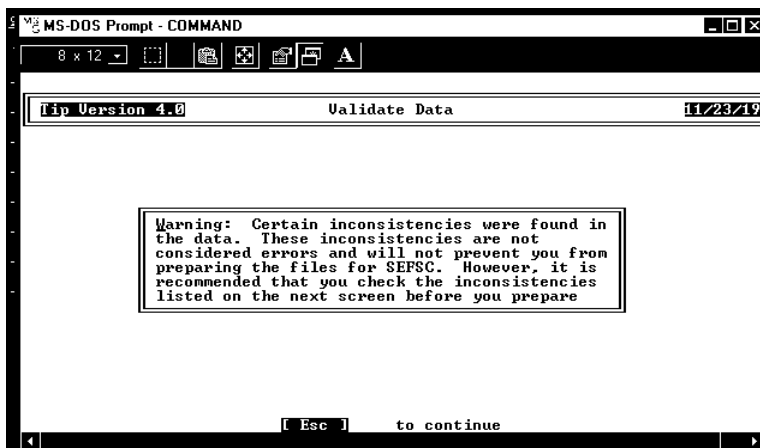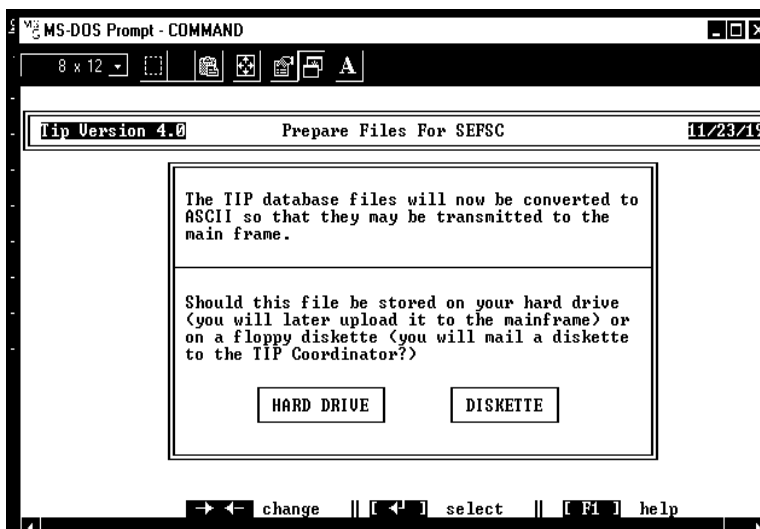
The next step will create the record counts for every record type, convert some of the two digit alpha codes into one digit numeric codes, and create records of the proper format and type so the data can be stored on the mainframe.

```
MS-DOS Prompt - COMMAND                                    _ □ ✕
 8 x 12 ▾  ░   🖳  ⊞  ⛶🗗  A

 Tip Version 4.0         Prepare Files For SEFSC         11/23/19

        ┌───────────────────────────────────────────────┐
        │  The TIP database files will now be converted to  │
        │  ASCII so that they may be transmitted to the     │
        │  main frame.                                      │
        │                                                   │
        │  Should this file be stored on your hard drive    │
        │  (you will later upload it to the mainframe) or   │
        │  on a floppy diskette (you will mail a diskette   │
        │  to the TIP Coordinator?)                         │
        │                                                   │
        │    ┌────────────┐      ┌────────────┐            │
        │    │ HARD DRIVE │      │  DISKETTE  │            │
        │    └────────────┘      └────────────┘            │
        └───────────────────────────────────────────────┘

            → ←  change  || [ ⏎ ]  select  || [ F1 ]  help
```

Once the data has been checked, the screen will explain the process to you and will ask if you wish to store the prepared file on the hard drive or on a floppy diskette. If you are able to send your data directly to the mainframe, it is recommended that you create the file on the hard drive by pressing [Enter]. You may also want to do this if you will be using the ASCII file for analysis on your micro. If you prefer to mail a floppy diskette to the TIP Coordinator, press the right arrow to highlight the DISKETTE option and press the [Enter] key.

After you have made your selection, a file name will be displayed that will be used to create the ASCII data file. This filename is created by using the two digit alphanumeric code that represents your state, the two digit numeric code for the month of the first interview stored and the month of the last interview followed by the year of the last interview on file. If this name is not meaningful to you, or you prefer to identify your data files by batch number,

```
┌─────────────────────────────────────────────────────────────┐
│ Tip Version 3.2        Prepare files for transmission    08/07/92 [Beta] │
│                                                             │
│          ┌──────────────────────────────────┐              │
│          │ A file will be created on your   │              │
│          │ hard drive with the name:        │              │
│          │        FW070992                  │              │
│          │ It will be stored in the sub-    │              │
│          │ directory \TIP\DTA\.             │              │
│          │ The filename identifies your     │              │
│          │ state, the month of the first    │              │
│          │ and last interviews and the      │              │
│          │ year of the interviews being     │              │
│          │ prepared.                        │              │
│          │                                  │              │
│          │ You may change the file name     │              │
│          │ by simply typing over it.        │              │
│          └──────────────────────────────────┘              │
│                                                             │
│         → ← change  ║ [ ↵ ] select  ║ [ F1 ] help          │
└─────────────────────────────────────────────────────────────┘
```

you can change the generated name and replace it by one of your own design, by simply typing over the existing name.
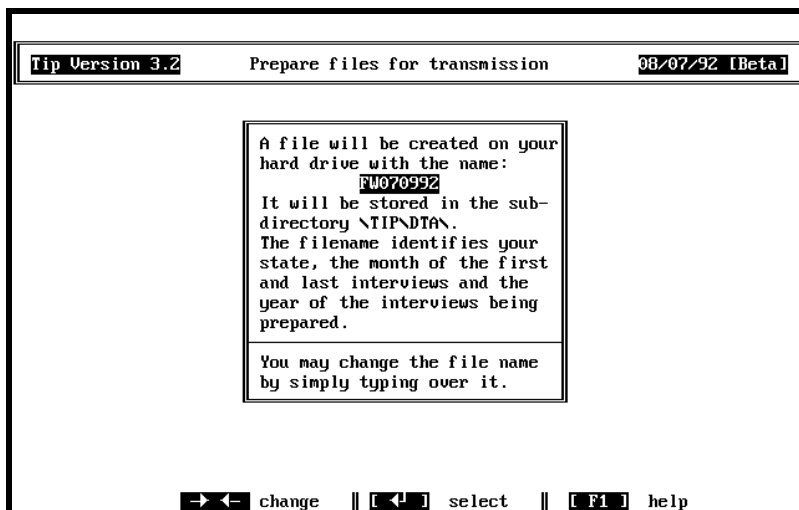
After the name is created, a message will flash on your screen to indicate that the data file is being created. If you have entered a large number of interviews, the process may take a long time. **DO NOT PANIC**. Wait until the program has returned to the Main Menu. The length of time the program spends preparing the files for transmission depends on the speed of the machine and on the amount of data that has been entered.

RESTORE PREPARED FILES

When the files are prepared for transmission, they are not deleted from the databases. Instead, a flag is set to indicate to the system that the interviews have already been transmitted. This prevents you from transmitting the data twice and creating duplicate data on the mainframe.

However, after preparing the files, you may find that there are errors in the data that you transmitted, and you may wish to modify some

```
┌──────────────────────────────────────────────────────────────┐
│ ▓ MS-DOS Prompt - COMMAND                         _ □ ×      │
│ ┌──────────────────────────────────────────────────┐        │
│ │ 8 x 12 ▼  [ ]  ▦ ⊞ ⚏⊟  A                         │        │
│ ├──────────────────────────────────────────────────┤        │
│ │ Tip Version 4.0        Prepare Files For SEFSC   11/23/19│  │
│ │                                                  │        │
│ │      ┌──────────────────────────────────┐       │        │
│ │      │ A file will be created on your   │       │        │
│ │      │ hard drive with the name:        │       │        │
│ │      │        FE11199                   │       │        │
│ │      │ It will be stored in the sub-    │       │        │
│ │      │ directory \TIP\DTA\.             │       │        │
│ │      │ The filename identifies your     │       │        │
│ │      │ state, the month of the first    │       │        │
│ │      │ and last interviews and the      │       │        │
│ │      │ year of the interviews being     │       │        │
│ │      │ prepared.                        │       │        │
│ │      │                                  │       │        │
│ │      │ You may change the file name     │       │        │
│ │      │ by simply typing over it.        │       │        │
│ │      └──────────────────────────────────┘       │        │
│ │                                                  │        │
│ │     → ← change  ║ [ ↵ ] select  ║ [ F1 ] help  │        │
│ │ ◄                                              ► │        │
│ └──────────────────────────────────────────────────┘        │
└──────────────────────────────────────────────────────────────┘
```

interviews. You may then select the "Restore Prepared Files" from the Utilities feature of the Main Menu.
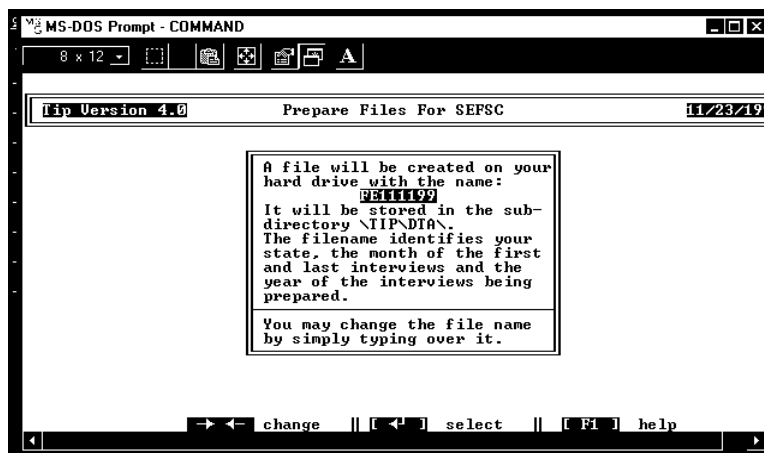
A list of all interviews entered into the system is displayed. You may select to restore All interviews (press [A]) or select only the ones you want by pressing the [Enter] key. The interviews with an "X" in the box on the left indicates that the interview will be restored. You may deselect all interviews by pressing the [N] key.

The next time you prepare the files for transmission, the restored files will be prepared for you and the transmitted flag will be reset.

Note: *If you have restored only one interview, you must make sure that the old interview is removed from the originally transmitted file. This problem will not occur if you restore all the files. Furthermore, if you have already sent the data to the TIP Coordinator, please make sure you ask that any duplicate data be removed.*

CLEAR DATABASES

This option, when selected and executed, will remove all stored data from the TIP databases. Its function is to delete all interviews and re-initialize all files. However, it will not reset the interview sequence number or change any of the default settings you have established.

After selecting this option, the program will first check if there are any interviews that have not been prepared for transmission. If any interviews are found that are not flagged as having been transmitted, a warning will be displayed and you will have the option of stopping the process or proceeding.

Only after the databases have been prepared for transmission, should you attempt to delete the data, since, after the process is completed, the interview data is gone and cannot be restored. If you intend to use the data from the database files for analysis, it is not recommended that it be removed.

Before you clear the files, the computer will ask you if you want to create backups of your data.
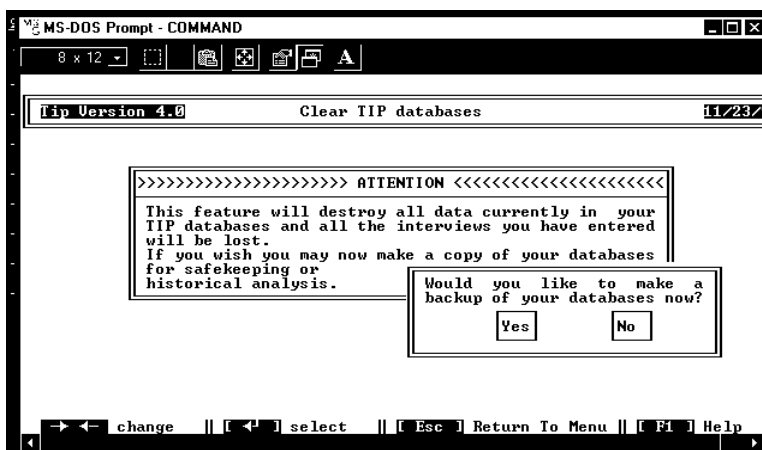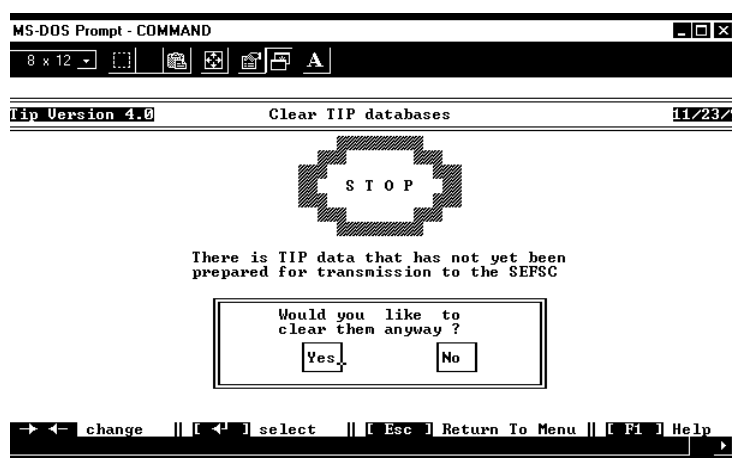
You will be prompted to select a drive and to enter a directory and file name, so that the backups can be stored.

Both the drive and directory name must be valid, that is, the directory or subdirectory must exist on the drive you specified. Otherwise, a DOS error will occur and the backups will not be created. After the backups have been created you will have the opportunity to leave the databases intact or to continue and clear them.
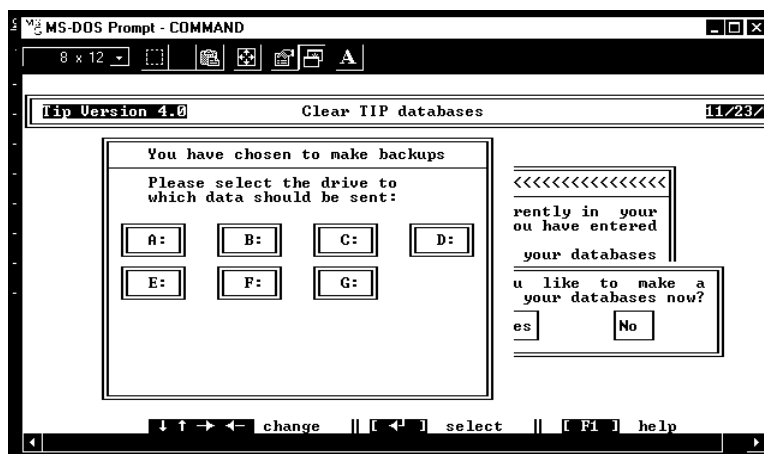
Again, if you decide to clear the databases, all the data will be PERMANENTLY REMOVED from your hard drive and will be stored only in the ASCII files and the backup files, if you opted to create them. If you need to restore the data to your hard drive, please refer to the RESTORE command in your DOS manual. The data should be restored to the subdirectory \TIP\DBF. Please call the Southeast Fisheries Center Resource Management Division if you need help.
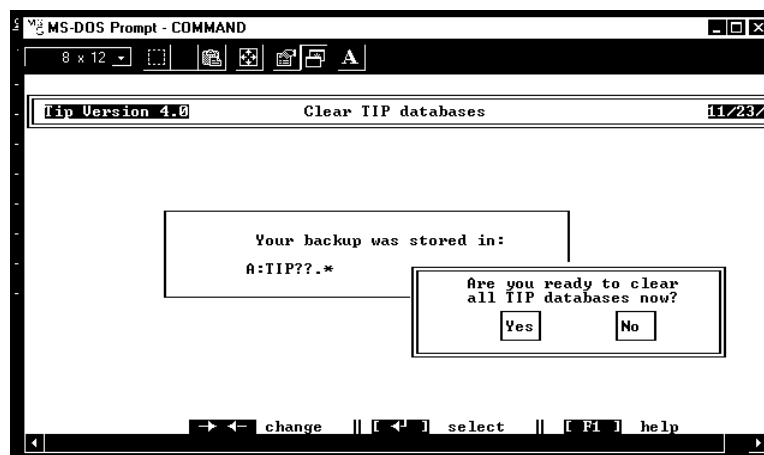
TRANSMIT FILES USING PROCOMM

This method is no longer available. Use e-mail or send diskettes to the TIP coordinator.